



WESTERN MICHIGAN UNIVERSITY
College of Health and Human Services
School of Social Work

Field Education Learning Contracts

What are Learning Contracts?

This is one of the two assessment tools the School of Social Work uses to collect and report on competency levels for BSW, MSW Foundation, and MSW Concentration students, and to evaluate our curriculum.

How do I complete my field education contract?

1

Beginning of Field Placement

Students: In your SWRK 4100/4110 (BSW), SWRK 6710/6720 (MSW Foundation), SWRK 6760/6780 (MSW Clinical Social Work Concentration), and SWRK 6770/6790 (MSW Policy, Planning, and Administration Concentration) courses, complete your field placement practicing in social work. Be sure to complete in IPT your orientation checklist within the first month, your timelog every week, and list your activities within your learning contract within the first two months (these can be edited throughout your field placement).

Field Instructors: Do amazing work supervising and mentoring your students and sign their orientation checklist and learning contract activities when completed. Initial the timelog hours once every 1-2 weeks.

Course Instructors/Faculty Liaisons: Make sure taking the orientation checklist, timelog, and learning contract activities are clearly specified in your syllabus with points assigned. Check in with your students periodically to make sure they are completing these tasks.

2

Conclusion of Field Placement

Students: At the end of the first and second semester of field, complete your self-assessment of each behavior in your learning contract and sign at the appropriate spot. Sign your final timelog once you have completed 400 (BSW and MSW Foundation) or 500 (MSW Concentration) hours.

Field Instructors: At the end of the first and second semester, complete your assessment of your intern for each behavior in the learning contract and sign at the appropriate spot. Sign the final timelog once the student has completed 400 (BSW and MSW Foundation) or 500 (MSW Concentration) hours.

Course Instructors/Faculty Liaisons: Check in with your students often at field visits and in between. Troubleshoot any concerns and celebrate the growth and learning in field. Review the learning contract and sign at the end of the first and second semester and give your student the grade they earned only after the learning contract evaluation is completed and signed and the appropriate hours are noted and initialed or signed in the learning contract.